

Appendix to Bank Indonesia Circular Letter Number 6/13/DPM dated March 11, 2004

Appendix 1

EXAMPLE OF BUSINESS LICENSE APPLICATION FORM

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Number :,

Appendix : ...

Concerning : Application for a Moneychanger business license

To

.....

at

In accordance with Bank Indonesia Regulation Number 6/1/PBI/2004 dated January 6, 2004 concerning Moneychanger, we would like to apply for a business license as a Moneychanger with the following data:

1. Company name : PT
2. Company address :
3. Telephone/fax/telex number :
4. Mailing address :
5. Contact phone number :
6. TDP/SIUP number and date
of issuance (if available) :
7. Number of company
establishment license
and its revision :
- Notary public name and address :
8. Number and date of approval
from the Minister of Justice
and Human Rights :
9. Names of manager and
shareholder and amount of
share owned :

We submit ...

Appendix 1 Continued

We submit the following documents to be considered:

- a. A photocopy of Statute/Establishment License of the company and its revisions as a Limited Liability legal entity, with aims and objective to buy and sell Foreign Bank Notes (UKA) and buying Traveller's Cheque (TC).
- b. A copy of legalized establishment license by the Minister of Justice and Human Rights.
- c. A list of managerial and ownership composition of the company and a statement with a revenue stamp from the managers and shareholders that the managers and shareholders are not listed as having drawn bad cheque/bilyet giro (non-negotiable clearing payment orders) and do not owe bad debts as listed in the administration of Bank Indonesia.
- d. A photocopy of self identification in a form of Personal ID Card (KTP) that is still valid and in the name of each of the managers and shareholders.
- e. Company balance sheet signed by the managers.
- f. A photocopy of paid in capital in the name of the company in a commercial bank.
- g. A photocopy of Tax Payer Identification Number (NPWP) in the name of the company.
- h. A photocopy of proof of business location ownership in the name of the managers and/or shareholders, or a leasing/contract/usage agreement of the business location legalized by a notary public or notarial made.
- i. A photocopy of proof of domicile of the business location/office from an authorized body.

This letter of application and its Appendix are made truthfully by us and if untrue information be revealed in the future, we shall receive the risks and outcome from the action taken by Bank Indonesia

We thank you for your approval.

Sincerely,

PT. ...

Signed with a revenue
stamp

Appendix 2

WORKING AREAS OF BANK INDONESIA HEAD OFFICE AND REGIONAL OFFICES

No	Office Name	Office Address	Working Areas
1.	Bank Indonesia Head Office	Jl. MH. Thamrin No.2 Jakarta 10010	DKI Jakarta, Regency of Bekasi, Regency of Bogor, Regency of Kerawang, Regency of Lebak, Regency of Pandeglang, Regency of Serang, Regency of Tangerang, Municipality of Bekasi, Municipality of Bogor, Municipality of Depok, Municipality of Tangerang
2.	KBI Ambon	Jl. Raya Pattimura No.7 Ambon	Regency of Buru, Regency of Central Maluku, Regency of South East Maluku, Regency of South West Maluku, Municipality of Ambon.
3.	KBI Balikpapan	Jl. Jend. Sudirman No.20, Balikpapan 76111	Regency of Pasir, Municipality of Balikpapan
4.	KBI Banda Aceh	Jl. Cut Meutia No.15, Banda Aceh	Special Administrative Territory of Aceh without the working area of KBI Lhokseumawe that includes Regency of West Aceh, Regency of Aceh Besar, Regency of South Aceh, Regency of Pidie, Municipality of Banda Aceh, Municipality of Sabang
5.	KBI Bandar Lampung	Jl. Hasanuddin No.38, Bandar Lampung 35211	Province of Lampung
6.	KBI Bandung	Jl. Braga No.108,	Province of West Java without the working

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No	Office Name	Office Address	Working Areas
		Bandung 40111	area of BI Head Office, Cirebon, KBI Tasikmalaya including Regency of Bandung, Regency of Cianjur, Regency of Garut, Regency of Purwakarta, Regency of Subang, Regency of Sukabumi, Regency of Sumedang, Municipality of Bandung, Municipality of Sukabumi
7.	KBI Banjarmasin	Jl. Lambung Mangkurat No.15, Banjarmasin 70111	Province of South Kalimantan
8.	KBI Batam	Jl. Engku Putri Batam Centre, Batam 29432	Regency of Karimun, Regency of Kepulauan Riau, Regency of Natuna, Municipality of Batam
9.	KBI Bengkulu	Jl. Jend. Ahmad Yani, Bengkulu	Province of Bengkulu
10.	KBI Cirebon	Jl. Yos Sudarso No.5-7, Cirebon	Regency of Cirebon, Regency of Indramayu, Regency of Kuningan, Regency of Majalengka, Municipality of Cirebon
11.	KBI Denpasar	Jl. W.R. Supratman 1, Denpasar	Province of Bali
12.	KBI Jayapura	Jl. Dr. Sam Ratulangi No.9, Jayapura	Province of Irian Jaya
13.	KBI Jambi	Jl. Jend, Ahmad Yani, Telanaipura	Province of Jambi
14.	KBI Jember	Jl. Gajah Mada	Regency of Banyuwangi, Regency of

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No	Office Name	Office Address	Working Areas
		No.224, Jember	Bondowoso, Regency of Jember, Regency of Situbondo
15.	KBI Kediri	Jl. Brawijaya No.2, Kediri	Regency of Blitar, Regency of Kediri, Regency of Madiun, Regency of Magetan, Regency of Nganjuk, Regency of Ngawi, Regency of Pacitan, Regency of Ponorogo, Regency of Trenggalek, Regency of Tulungagung, Municipality of Blitar, Municipality of Kediri, Municipality of Madiun
16.	KBI Kendari	Jl. Sultan Hasanuddin No. 150, Kendari 93122	Province of South East Sulawesi
17.	KBI Kupang	Jl. Tom Pello No.2, Kupang	Province of East Nusa Tenggara
18.	KBI Lhokseumawe	Jl. Merdeka No.1, Lhokseumawe 24312	Regency of Aceh Jeumpa, Regency of Aceh Central, Regency of South East Aceh, Regency of East Aceh, Regency of North Aceh.
19.	KBI Malang	Jl. Merdeka North No.7 / Jl. Merdeka East No.1, Malang	Regency of Lumajang, Regency of Malang, Regency of Pasuruan, Regency of Probolinggo, Municipality of Malang, Municipality of Pasuruan, Municipality of Probolinggo
20.	KBI Mataram	Jl. Pejanggik No.2, Mataram 83126	Province of West Nusa Tenggara
21.	KBI Medan	Jl. Balai Kota No.4,	Province of North Sumatera without the

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No	Office Name	Office Address	Working Areas
		Medan	working areas of KBI Sibolga including Regency of Dairi, Regency of Deliserdang, Regency of Karo, Regency of Langkat, Municipality of Binjai, Municipality of Medan, Municipality of Tebingtinggi, Regency of Asahan, Regency of Labuhan Batu, Regency of Mandailing Natal, Regency of Simalungun, Regency of South Tapanuli, Municipality of Pematang Siantar, Municipality of Tanjung Balai.
22.	KBI Manado	Jl. 17 Agustus , Manado	Province of North Sulawesi
23.	KBI Padang	Jl. Jend. Sudirman No.22, Padang	Province of West Sumatera
24.	KBI Palangka Raya	Jl. Diponegoro No.17, Palangkaraya 73111	Province of Central Kalimantan including Regency of South Barito, Regency of North Barito, Regency of Kapuas, Municipality of Palangkaraya, Regency of West Kotawaringin, Regency of East Kotawaringin
25.	KBI Palembang	Jl. Jend. Sudirman No.510, Palembang	Province of South Sumatera
26.	KBI Palu	Jl. Sam Ratulangi No.23, Palu	Province of Central Sulawesi
27.	KBI Pekanbaru	Jl. Jend. Sudirman No.464, Pekanbaru	Province of Riau without the working area of KBI Batam including Regency of Bengkalis, Regency of Indragiri Hilir,

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No	Office Name	Office Address	Working Areas
			Regency of Indragiri Hulu, Regency of Kampar, Regency of Kuantan Singingi, Regency of Pelalawan, Regency of Rokan Hilir, Regency of Rokan hulu, Regency of Siak, Municipality of Dumai, Municipality of Pekanbaru.
28.	KBI Pontianak	Jl. Rahadi Usman No.3, Pontianak	Province of West Kalimantan
29.	KBI Purwokerto	Jl. Jend. Gatot Subroto No. 98, Purwokerto 53116	Regency of Banjarnegara, Regency of Banyumas, Regency of Cilacap, Regency of Purbalingga
30.	KBI Samarinda	Jl. Gajah Mada No.1, Samarinda	Province of East Kalimantan without the working area of KBI Balikpapan including Regency of Berau, Regency of Bulungan, Regency of South Bulungan, Regency of East Bulungan, Regency of Kutai, Regency of West Kutai, Regency of East Kutai, Municipality of Bontang, Municipality of Samarinda, Municipality of Tarakan
31.	KBI Semarang	Jl. Imam Bardjo SH No.4, Semarang	Province of Jawa Central without the working area of KBI Purwokerto, KBI Solo including Regency of Blora, Regency of Demak, Regency of Grobogan, Regency of Jepara, Regency of Kebumen, Regency of Kendal, Regency of Kudus, Regency of Magelang, Regency of Pati, Regency of Purworejo, Regency of Rembang, Regency

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No	Office Name	Office Address	Working Areas
			of Semarang, Regency of Temanggung, Regency of Wonosobo, Municipality of Magelang, Municipality of Salatiga, Municipality of Semarang, Regency of Batang, Regency of Brebes, Regency of Pekalongan, Regency of Pemalang, Regency of Tegal, Municipality of Pekalongan, Municipality of Tegal
32.	KBI Sibolga	Jl. Kapten Maruli Sitorus No.8, Sibolga 22513	Regency of Nias, Regency of Central Tapanuli, Regency of North Tapanuli, Regency of Toba Samosir, Municipality of Sibolga.
33.	KBI Solo	Jl. Jend. Sudirman No.4, Solo	Regency of Boyolali, Regency of Karang Anyar, Regency of Klaten, Regency of Sragen, Regency of Sukoharjo, Regency of Wonogiri, Municipality of Solo
34.	KBI Surabaya	Jl. Pahlawan No.105, Surabaya	Province of East Java without the working area of KBI Jember, KBI Kediri, KBI Malang including the Regency of Bangkalan, Regency of Bojonegoro, Regency of Gresik, Regency of Jombang, Regency of Lamongan, Regency of Mojokerto, Regency of Pamekasan, Regency of Sampang, Regency of Sidoarjo, Regency of Sumenep, Regency of Tuban, Municipality of Mojokerto, Municipality of Surabaya

Unofficial Translation

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No	Office Name	Office Address	Working Areas
35.	KBI Tasikmalaya	Jl. Sutisna Senjaya No.19, Tasikmalaya 46112	Regency of Ciamis, Regency of Tasikmalaya
36.	KBI Ternate	Jl. Jos Sudarso, Ternate	Province of North Maluku
37.	KBI Makassar	Jl. Jend. Sudirman No.3, Makasar	Province of South Sulawesi
38.	KBI Yogyakarta	Jl. Panembahan Senopati No.4-6, Yogyakarta 55121	Special Administrative Territory of Yogyakarta

Unofficial Translation

Appendix to Bank Indonesia Circular Letter Number 6/13/DPM dated March 11, 2004

Appendix 3

Number :,.....

Appendix :

Concerning: Opening of Business Operation as a Moneychanger Report

To

.....

in

With reference to your letter No. concerning, herewith we declare having started business operations as a Moneychanger with a mailing address at on(date).

Kindly be informed.

Sincerely,

PT.....

Full Name (Manager)

EXAMPLE OF NAME PLATE FORMATS

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Example 1:

PEDAGANG VALUTA ASING BERIZIN
(Authorized Money Changer)
KPmIU Nomor: 6/xxx/KEP.Dir.DPM/2004 Tgl.9 Februari 2004

PEDAGANG VALUTA ASING BERIZIN
(Authorized Money Changer)
KPmIU Nomor: 6/xxx/KEP.Dir.DPM/2004 Tgl. 9 Februari 2004
Persetujuan Nomor: 6/xxx/DPM/AdmP Tgl.8 Maret 2004

Example 2:

PT. HARSONO AGUNG BRANI
Jl.MH.Thamrin No.303, Twin Tower Lantai 12, Jakarta Pusat 10010
Telepon.: (021) 3032003

KANTOR CABANG
PT. HARSONO AGUNG BRANI
Jl.Srondol Bumi Indah Blok G No.2, Pesona Betawi Agung, Depok
Telepon.: (021) 7478051

EXAMPLE OF BRANCH OFFICE OPENING LICENSE APPLICATION FORM

=====

Number :

Appendix :

Concerning: Application for Branch Office Opening License

To

.....

in.....

With reference to Bank Indonesia Regulation Number 6/1/PBI/2004 dated January 6, 2004 concerning Moneychanger, we hereby would like to apply for a license for opening a branch office (KC) with the following data:

1. Moneychanger Name and KPmIU Number :
2. Address of the newly opened Branch Office :
3. Branch Office telephone/fax./telex number :
4. Number of owned/approved Branch Offices :
5. Additional Information to be considered:
 - a. A photocopy of proof of ownership on the business location in the name of the managers and/or shareholders or a leasing/contract/usage agreement legalized by a notary public or notarial made.
 - b. A written statement from the managers/shareholders stating that the intended Branch Office is an inseparable part of the non-bank Moneychanger Head Office business activities.
 - c. A proof of domicile for the newly opened branch office from an authorized body.

This letter ...

Appendix 5 Continued

Unofficial Translation

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This letter of application and its Appendix is made truthfully and if in the future incorrect information is revealed, we shall be willing to take the risks and outcomes of any action taken by Bank Indonesia.

We thank you for your approval.

The Licensing Process is Free of Charge

Sincerely,

PT.....

Signed/ Company Stamp

Revenue Stamp

Full Name (Manager)

Unofficial Translation

Appendix to Bank Indonesia Circular Letter Number 6/13/DPM dated March 11, 2004

Appendix 6

Number :,.....

Appendix :

Concerning: Opening of Business Operations as a Moneychanger Report for a Branch Office

To

.....

in.....

With reference to your letter NumberConcerning, we hereby report the commencement of the Branch Office business activity with the following address On (date)

Kindly be informed.

Sincerely,

PT.....

Full Name (Manager)

Appendix to Bank Indonesia Circular Letter Number 6/13/DPM dated March 11, 2004

Appendix 7

Number :
Appendix :
Concerning: Application for a License for Change of Address (Head Office/Branch Office)*)

To
.....
in.....

In accordance to Bank Indonesia Regulation Number 6/1/PBI/2004 dated January 6, 2004 concerning Moneychanger, we are hereby applying for a license for change of office address (Head Office/Branch Office) that comprises the following data:

1. Previous address :Telephone.....Facsimile
2. New address :Telephone.....Facsimile.....
3. We enclose the following documents for your consideration:
 - a. A photocopy of proof of ownership on the business location in the name of the managers and/or shareholders or a leasing/contract/usage agreement legalized by a notary public or notarial made.
 - b. A photocopy of proof of domicile of the business location from an authorized body.

This letter of application and its Appendix are made truthfully and if in the future incorrect information is revealed, we shall be willing to take the risks and outcomes of any action taken by Bank Indonesia.

We thank you for your approval.

The Licensing Process is Free of Charge

Sincerely
PT.....

Signed/Company Stamp
Revenue Stamp
Full Name (Manager)

*) Filled in according to the type of office

Unofficial Translation

Appendix to Bank Indonesia Circular Letter Number 6/13/DPM dated March 11, 2004

Appendix 8

Number :,.....

Appendix :

Concerning: Execution of Change of Moneychanger Office Address (Head Office/Branch Office) Report

To

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in.....

With reference to your letter No.....Concerning....., we are hereby reporting a change of our office address (head office/branch office) from the previous address at to a new address at on (date)

Kindly be informed.

Sincerely,

PT.....

Full Name (Manager)

^{*)} Filled in according to the type of office

Appendix to Bank Indonesia Circular Letter Number 6/13/DPM dated March 11, 2004

Appendix 9

EXAMPLE OF CHANGE OF MANAGERIAL/SHAREHOLDER COMPOSITION
LICENSE FORM

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.....,

Number :

Appendix :

Concerning: Application for Change of Managerial/Shareholder Composition License Form

To

.....

in

:In compliance with Bank Indonesia Regulation Number 6/1/PBI/2004 dated January 6, 2004 concerning Moneychangers, we hereby:

1. Manager/Shareholder Name :
- Position :
- Address :
2. Manager/Shareholder Name :
- Position :
- Address :

are requesting a license for changing of managerial/shareholder composition with the following data:

1. A proposed list of candidate managers/shareholders.
2. A written statement from the candidate managers and shareholders that the managers and shareholders are not listed as having drawn bad cheque/bilyet giro (non-negotiable clearing payment orders) and do not owe bad debts as listed in the administration of Bank Indonesia.
3. A photocopy of valid Identity Card (KTP) owned by the proposed candidate managers/shareholders.

This letter

Unofficial Translation

Appendix to Bank Indonesia Circular Letter Number 6/13/DPM dated March 11, 2004

Appendix 9 cont'd

This letter of application and its Appendix is made truthfully and if in the future incorrect information is revealed, we shall be willing to take the risks and outcomes of any action taken by Bank Indonesia.

We thank you for your approval.

Sincerely

PT.....

Signed/Company Stamp

Revenue Stamp

The Licensing process is Free of Charge
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Number :,.....

Appendix :

Concerning: Suspension of Business Operation (Suspension/Cessation) Application Form
for the (Head/Branch) Office of Moneychangers

To

.....

in.....

In compliance with Bank Indonesia Regulation Number 5/1/PBI/2004 dated January 6, 2004, we are hereby applying for a Permanent Cessation or Temporary Suspension for (time)*) of our Head office/Branch office pertaining the following data:

1. Name of Moneychanger and KPmIU Number or :
A license for opening the branch office
2. Head and Branch Office Address :
3. Head/Branch office telephone/facsimile/telex number :

We thank you for the approval given to us.

Sincerely

PT.....

Signed/Company Stamp

Revenue Stamp

Full Name (Manager)

*) Filled in according to the type of business operation terminated.

**) Filled in according to types of office.

Unofficial Translation

Appendix to Bank Indonesia Circular Letter Number 6/13/DPM dated March 11, 2004

Appendix 11

Number :,.....

Appendix :

Concerning: Moneychanger (Head/Branch)*) Office Re-opening Report

To

.....

in.....

In compliance with Bank Indonesia Regulation Number 6/1/PBI/2004 dated January 6, 2004 concerning Moneychangers, we hereby report the re-opening of our (Head/Branch) Office with the address at on (date)

Kindly be informed.

Sincerely,

PT.....

Full Name (Manager)

*) Filled in according to the type of office.

EXAMPLE OF BUSINESS OPERATION REPORT

FOREIGN BANK NOTES (UKA) BUYING/SELLING AND
TRAVELLER'S CHEQUE (TC *)BUYING TRANSACTION

PT

Quarterly.....Year.....

1. BUYING

Foreign Currency Types	Month ...			Month ...			Month ...			Quarterly Cumulative		
	UKA	TC	(2+3) IN USD	UKA	TC	(5+6) IN USD	UKA	TC	(8+9) IN USD	UKA (2+5+8)	TC (3+6+9)	(4+7+10)
1	2	3	4	5	6	7	8	9	10	11	12	13
USD												
JPY100												
GBP												
AUD												
EURO												
SGD												
MYR												
Etc.												
Total												

Notes:

Column 1 = Foreign Currency Types

Column 2 = Nominal amount of UKA buying for each foreign currency in the first month of the Quarterly period

Column 3 = Nominal amount of TC buying for each foreign currency in the first month of the Quarterly period

Column 4 = Total amount of Column 2 added by Column 3 after conversion to USD.

Unofficial Translation

Appendix to Bank Indonesia Circular Letter Number 6/13/DPM dated March 11, 2004

Column 5 = Nominal amount of UKA buying for each foreign currency in 2nd month of the Quarterly period

Column 6 = Nominal amount of TC buying for each foreign currency in 2nd month of the Quarterly period

Column 7 = Total amount of Column 5 added by Column 6 after conversion to USD.

Column 8 = Nominal amount of UKA buying for each foreign currency in 3rd month of the Quarterly period

Column 9 = Nominal amount of TC buying for each foreign currency in 3rd month of the Quarterly period

Column 10 = Total amount of Column 8 added by Column 9 after conversion to USD.

Column 11 = Nominal amount of UKA buying for each foreign currency in 1st, 2nd & 3rd month of the Quarterly period

Column 12 = Nominal amount of TC buying for each foreign currency in 1st, 2nd & 3rd month of the Quarterly period

Column 13 = Nominal amount of UKA and TC buying for each foreign currency in 1st, 2nd & 3rd month of the Quarterly period after conversion to USD

2. SELLING

Foreign Currenc y Type	Month...		Month ...		Month ...		Quarterly Cumulative	
	UKA	TOTAL UKA IN USD	UKA	TOTAL UKA IN USD	UKA	TOTAL UKA IN USD	UKA (2+6+8)	TOTAL UKA IN USD (3+5+7)
1	2	3	4	5	6	7	8	9
USD								
JPY100								
GBP								
AUD								
EURO								
SGD								
MYR								
Etc.								
Total								

Note:

Column 1 =Jenis Foreign Currency Type

Column 2 = Nominal amount of UKA selling for each foreign currency in 1st month of the Quarterly period

Column 3 = Nominal amount of UKA selling in 1st month of the Quarterly period after conversion to USD

Column 4 = Nominal amount of UKA selling for each foreign currency in 2nd month of the Quarterly period

Column 5 = Nominal amount of UKA selling in 2nd month of the Quarterly period after conversion to USD

Unofficial Translation

Appendix to Bank Indonesia Circular Letter Number 6/13/DPM dated March 11, 2004

Column 6 = Nominal amount of UKA selling for each foreign currency in 3rd month of the Quarterly period

Column 7 = Nominal amount of UKA selling in 3rd month of the Quarterly period after conversion to USD

Column 8 = Nominal amount of UKA selling for each foreign currency in 1st, 2nd, 3rd month of the Quarterly period

Column 9 = Nominal amount of UKA selling for each foreign currency in 1st, 2nd, 3rd month of the Quarterly period after conversion to USD

*) Conversion of each foreign currency to USD shall be based on Central Bank Indonesia rate calculation at the end of each month.

.....,

signed/company stamp

Full name (manager)

BALANCE SHEET

PER: DECEMBER 31 OF (YEAR).....

*)Rate calculation based on Appendix 12

Full name (Manager)

EXAMPLE OF ANNUAL BALANCE SHEET

PT.....

PROFIT/LOSS STATEMENT

PERIOD OF JANUARY-DECEMBER OF

Operating Income

Foreign currency selling earned	USD	Rp
Foreign currency base price selling:		
- Initial balance of foreign currency stock	USD.....	Rp
- Foreign currency buying	<u>USD.....</u>	<u>Rp.....</u> +
	USD.....	Rp
- Last balance of foreign currency stock	USD.....	Rp -
		<u>Rp -</u>
Gross profit		Rp
<u>Operating Expenses</u>		<u>Rp -</u>

Earned operating profit	Rp
Non-operating income	<u>Rp +</u>
	Rp
Non-operating expense	<u>Rp -</u>
Profit before tax	Rp
Tax	<u>Rp -</u>
Net profit	Rp

.....
Signed/Company stamp
PT.

Full name (Manager)